



Government of Canada  
Fisheries and Oceans

Gouvernement du Canada  
Pêches et Océans

MECTS # 2019-012-00209  
EKME # 4034554

To: Jeffery Hutchinson,  
Pour: Commissioner, Canadian Coast Guard Date: APR 25 2019

Object: **RESERVATION OF VESSEL NAME**  
Objet:

From: Julie Gascon, Director General, Operations  
De: APR 0 2019

Via: Mario Pelletier, Deputy Commissioner, Operations

APR 18 2019

☒ Your Signature  
Votre signature

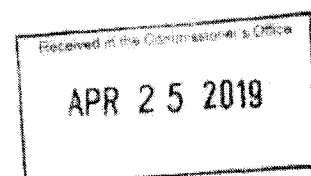
☐ Information

☐ For Comments  
Observations

☐ Material for the Minister  
Documents pour le Ministre

Remarks: Please find attached for signature, the Transport Canada  
Remarques: form required (*Application for Registry of a Government  
Owned Vessel*), to reserve the last name selected for the new  
Bay Class Lifeboats.

Drafting Officer :  
Rédacteur: L. Sanchez-Caro / V. Gougeon / D. Moss / mb





Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Canadian  
Coast Guard

Garde côtière  
canadienne

MECTS # 2019-012-00209  
EKME # 4034554

**MEMORANDUM FOR THE COMMISSIONER**

**RESERVATION OF VESSEL NAME**

s.21(1)(b)

(Signature Required)

**SUMMARY**

The Minister has selected the final name for one of the last five Bay Class Lifeboats being built, which now needs to be reserved in the Canadian Register of Vessels.

The approved name is

The attached Transport Canada Form 17 "Application for Registry of a Government Owned Vessel" requires your signature to confirm the reservation of this name.

for Julie Gascon  
Director General, Operations

  
APR 25 2019  
I concur,  
Jeffery Hutchinson  
Commissioner

I do not concur,  
Jeffery Hutchinson  
Commissioner

**Attachments (1)**

**TAB 1: Application for Registry of a Government Owned Vessel (Form 17)**

L. Sanchez-Caro / V. Gougeon / D. Moss / mb



Transport Canada Transports Canada

s.21(1)(b)

## APPLICATION FOR REGISTRY OF A GOVERNMENT OWNED VESSEL

<b>FOR DEPARTMENT USE ONLY</b>			
The proposed name is hereby approved _____			
<input type="checkbox"/> Fee Paid	_____	_____	_____
	Identification number	Reference number	
_____		_____	
For the Chief Registrar (CSA, 2001, S.44)		Date (dd-mm-yyyy )	
<b>VESSEL NAME AND PORT OF REGISTRY</b>			
I/We wish to apply for the name			
1st choice	_____	3rd choice	_____
	Name of vessel requested		Name of vessel requested
2nd choice	_____	<b>OTTAWA ON</b>	<input type="checkbox"/>
	Name of vessel requested	Intended Port of Registry	
<b>PARTICULARS OF VESSEL</b>			
Type of propulsion (select one)		Method of propulsion (select one)	
<input checked="" type="radio"/> Self-propelled <input type="radio"/> Sail <input type="radio"/> Auxiliary <input type="radio"/> None		<input type="radio"/> Single screw <input checked="" type="radio"/> Twin screw <input type="radio"/> Triple screw <input type="radio"/> Jet <input type="radio"/> Other: _____	
Particulars of propelling engines		Propulsion power (select one)	
Number of engines	Engine description (select one)	Engine power	Speed knots
	<input type="radio"/> Gas <input checked="" type="radio"/> Diesel <input type="radio"/> Other: _____	<input type="radio"/> BHP <input type="radio"/> kW	
<b>Length:</b> The length of your vessel is the distance measured from the outside of the forward end (A) to the outside of the aft end (B) of the hull shell (see figure 1). Length is defined under the <i>Small Vessel Regulations</i> , Subsection 1(1).			
Length (m.cm)		Gross tonnage	
Type of tonnage (select one)		Tonnage measurement and calculations carried out by (select one)	
<input type="radio"/> Assigned formal tonnage (see Note 2 non-calculated tonnage) <input type="radio"/> Calculated tonnage		<b>Not applicable for assigned formal tonnage (AFT)</b> <input type="radio"/> Vessel owner (Simplified Method- Form 4A or Form 4B) <input type="radio"/> Appointed tonnage measurer (Certificate of Survey - Form 4)	
Name of builder	Place (city) and year of build	Province/State	Country
Type of construction (select one)	Hull construction materials (select one)	Hull serial number	
<input type="checkbox"/>	<input type="checkbox"/>		
Descriptor of vessel (select one)			
<input type="radio"/> Fishing (excludes sport fishing) <input type="radio"/> Passenger <input type="radio"/> Tug <input checked="" type="radio"/> Workboat <input type="radio"/> Ferry <input type="radio"/> Air Cushion Vehicle <input type="radio"/> Barge			
Is your vessel an Air Cushion Vehicle (ACV)? <input checked="" type="radio"/> No <input type="radio"/> Yes   If YES, give details below			
All up weight : _____ KG		Model designation: _____	
The vessel is, or has previously been registered in Canada or a foreign country <input checked="" type="radio"/> No <input type="radio"/> Yes (if available, give details below)			
Official number	Registered name	Port of registry	
The vessel is recorded as a vessel under construction <input type="radio"/> No <input type="radio"/> Yes (if available, give details below)			
Record number	Temporary name	Port of record	

**DECLARATION**

I, the undersigned, **Jeffery Hutchinson** of the department or ministry of **Fisheries & Oceans** declare as follows:

The above general description of the vessel(s) is/are correct to the best of my knowledge and belief. The document(s) of title establish ownership to:

- ☒ **Federal** Her Majesty the Queen in Right of Canada, represented by the Honourable Minister of **Fisheries & Oceans** entitles the department or ministry to be registered as owner of 64 shares of the said vessel under the **Canada Shipping Act, 2001**, Subsection 46.(3).
- ☐ **Provincial** Her Majesty the Queen in Right of the Province, represented by the Minister of \_\_\_\_\_ entitles the department or ministry to be registered as owner of 64 shares of the said vessel under the **Canada Shipping Act, 2001**, Subsection 46.(3).

In accordance with Subsections 51.(1) and 75.01(2) of the **Canada Shipping Act, 2001**, an application must be made in the form and manner, include the information and be accompanied by the documents specified by the Chief Registrar. For the purpose of this application, documents of title (e.g. Bill of Sale/ receipt, Builder's Certificate or other documentation) exist for each vessel registered individually or in a Fleet and will be retained by the home department for future transfer(s) of ownership of the vessel(s) or as evidence if requested by the Chief Registrar.

Signed at **200 Kent St. Ottawa ON**  
Place

Signature of owner

**APR 25 2019**  
Date (dd-mm-yyyy)

**TITLE AND ADDRESS OF THE PERSON SIGNING ON BEHALF OF THE DEPARTMENT OR MINISTRY**

Title  
**COMMISSIONER, CANADIAN COAST GUARD**

Address  
**200 KENT ST. OTTAWA ON K1A 0E6**

Telephone number  
**6139905813**

Facsimile number

**FEDERAL GOVERNMENT**

A fee of \$250.00 (per vessel) is applicable and payment must be processed via the Inter-Departmental Settlement (IS) process. The government department applying for registration must provide the following information:

Organization code: **OCCG** Department code: **086** Reference number: **H9453F0112009506001**

**PAYMENT INFORMATION - PROVINCIAL GOVERNMENT**

Submit payment either using The Vessel Registry [Online Payment](#) (excluding Federal Governments, refer to **Payment Information - Federal Government** section on page 2) OR by cheque, money order or credit card. If submitting by credit card, complete the **PAYMENT FORM 84-0183E** located on our website.

**Notes**

1. For monohull and multihull vessels not more than 12 metres in length, you can choose to use the "Assigned Formal Tonnage" (non-calculated tonnage). Assigned Formal Tonnage simply means linking a tonnage number to the length of the vessel. Should you require an accurate tonnage calculation, use **Form 4A or 4B**.

- i) Not more than 8.5 m = gross tonnage of 4.99
- ii) More than 8.5 m but not more than 10.0 m = gross tonnage of 9.99
- iii) More than 10.0 m but not more than 12 m = gross tonnage of 14.99

2. The authorized representative (owner) is required to report any changes, such as a change in the owner's name or address (S. 58 and S. 75.1(1) of the **Canada Shipping Act, 2001**) and when the number of vessels no longer corresponds with the maximum number assigned fleet range on the Certificate of Registry.

The information you provide on this form is collected by Transport Canada for the purpose of registering your vessel. It is collected under the authority of Section 43 of the **Canada Shipping Act, 2001**. The registration of your non-pleasure (commercial) craft is mandatory unless it is registered in a foreign state. The information will be held in the Department's Personal Information Bank entitled Canadian Register of Vessels (bank number TC PPU 041). The information will be retained for 5 years after vessel is deregistered then destroyed. Your information will be handled in accordance with the provisions of the **Privacy Act**. Instructions for obtaining your personal information are provided in Info Source, a copy of which is available in major public and academic libraries or on the Infosource website. Please note that under Section 76 of the **Canada Shipping Act, 2001**, "a person may examine or obtain copies of any entries in the Register with respect to a vessel".





Received in DMO

MAR 08 2019 1:50 pm

UNCLASSIFIED

GCCMS #: 2019-003-00106

EKME #: 4028647

To: Timothy Sargent  
Pour:

Date:

Object: **ADDRESSING FEAR OF REPRISALS**  
Objet:

From / De: Tom Balfour, Director General, Human Resources

MAR 07 2019

Via: Dominic Laporte, Assistant Deputy Minister, Human Resources and Corporate Services

Additional approvals:  
Autre(s) approbation(s):

☐ Material for the Minister  
Documents pour le Ministre

☐ Your Signature  
Votre signature

☒ Information

Remarks:  
Remarques:

Drafting Officer/  
Rédacteur:

Mathieu Giroux (613-793-3649)/ Director - WWB / ACE



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Assistant Deputy Minister

Sous ministre adjoint

Human Resources and  
Corporate Services

Ressources humaines et  
Services intégrés

UNCLASSIFIED

GCCMS #: 2019-003-00106

EKME #: 4028467

MEMORANDUM FOR THE DEPUTY MINISTER

**ADDRESSING FEAR OF REPRISALS  
(FOR INFORMATION)**

**SUMMARY OF ADVICE TO DEPUTY MINISTER**

The purpose of this note is to inform you of departmental initiatives that are being developed under the Harassment and Violence Prevention Program and more specifically, to address the Fear of Reprisals.

Fear of Reprisal is an issue that has been raised by the Union of Health and Environment Workers (UHEW) on various occasions and is now a standing item on the National Union Management Consultative Committee (NUMCC).

With the goal of encouraging employees to report reprisals and/or request advice about a fear of reprisals, we have developed two Posters (Tab 1) to be used in an awareness campaign targeted at all employees of the Department. The posters were discussed and approved at the Global Wellness Committee on February 28, 2019.

This also fulfills the Department's commitment to the Union of Health and Environment Workers to support and promote the denunciation of reprisals.

**BACKGROUND**

During the National Union Management Consultation Committee (NUMCC) that took place on May 10, 2018, the Union of Health and Environment Workers (UHEW) introduced "fear of reprisals" as a topic of concern to them and had the item become a standing item at the NUMCC.

Although Fisheries and Oceans Canada has not received specific complaints of actual reprisals, nor was there any indication that this is an issue in recent Public Service Employee Survey (PSES) results, the President of UHEW, Mr. Panas, estimates that reprisals occur regularly and that the fear of such reprisals does prevent employees from reporting workplace misconduct and

wrongdoing. Mr. Panas has also suggested in recent communications to you that we use a poster on fear of reprisals that he champions (Tab 2).

Fear of reprisal is a focal point in the development of the departmental Harassment and Violence Prevention Program which is intended to also incorporate the recommendations from the Safe Workspaces Report from the Clerk of the Privy Council as well as changes to the Canada Labour Code and the Canadian Occupation Health and Safety Regulations resulting from Bill C-65.

### **STRATEGIC CONSIDERATIONS**

In order to better understand what type of reprisals exist, and what contributes to the fear of these reprisals, we intend to explore reprisals in detail as part of a Departmental Harassment and Violence Prevention Program.

To initiate a conversation with employees on the topic, two posters addressing reprisals have been developed (Tab 1) along with an info-graphic for use on departmental social media platforms. One poster addresses the fear of reprisal that keeps employees from speaking up and the other addresses it after a disclosure of misconduct has taken place. The posters invite employees to contact the Workplace Well-Being Directorate (WWB), or their union representative, in the event they have suffered, witnessed, or are afraid of reprisals in the workplace. Any disclosures to WWB regarding actual reprisals will be addressed confidentially, on a case-by-case basis and employees will be provided with the necessary information to take next steps.

It should be noted we do not intend on using the materials developed by UHEW for the purpose of the awareness campaign as the messaging does not emphasize the points that the Department wishes to promote. Our departmental posters were developed to ensure that the right messages were shared with our employees about the fear of reprisal from reporting workplace misconduct. One poster was shared with bargaining agents participating in the Global Wellness Committee, after which a second poster was created based on the feedback provided.

Subsequently, the posters will be advertised in each and every workplace across the country, including on ships. The strategy will include posting these in pseudo private areas where employees feel safe copying or photographing the listed contact information; such as workplace washrooms and quiet rooms, in addition to Health and Safety Bulletin Boards.

### **INTERDEPARTMENTAL CONSULTATIONS**

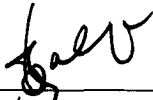
Consultations occurred with other government departments dealing with UHEW, such as Environment and Climate Change Canada, and Health Canada. These departments have also developed their own posters on the topic which remind employees of their right to protection from reprisals.

## **EXTERNAL CONSULTATIONS**

This is an internal process to DFO and consultations with provinces, industry and other external stakeholders were not required.

## **ADVICE AND RECOMMENDATIONS TO DEPUTY MINISTER**

We will continue to work with stakeholders to address the Fear of Reprisals in our Department as it applies to any complaint of workplace misconduct, including harassment and serious wrongdoing.



---

Dominic Laporte  
Assistant Deputy Minister  
Human Resources and Corporate Services

### Attachments: (2)

- 1) Fear of Reprisals Posters
- 2) Email correspondence from T. Panas regarding the fear of reprisals

# Is the fear of reprisals keeping you from speaking up?

#NoMoreReprisals

## We can help.

Contact Workplace Well-Being in confidence at

[dfo.workplacewellbeing-bienetreemilieudetravail.mpo@dfo-mpo.gc.ca](mailto:dfo.workplacewellbeing-bienetreemilieudetravail.mpo@dfo-mpo.gc.ca)



# Feeling targeted after disclosing workplace misconduct?

#NoMoreReprisals

## We're here for you.

Contact Workplace Well-Being in confidence at

dfo.workplacewellbeing-bienetreennmilieudetravail.mpo@dfo-mpo.gc.ca



Environnement et  
Changement climatique Canada

Environment and  
Climate Change Canada

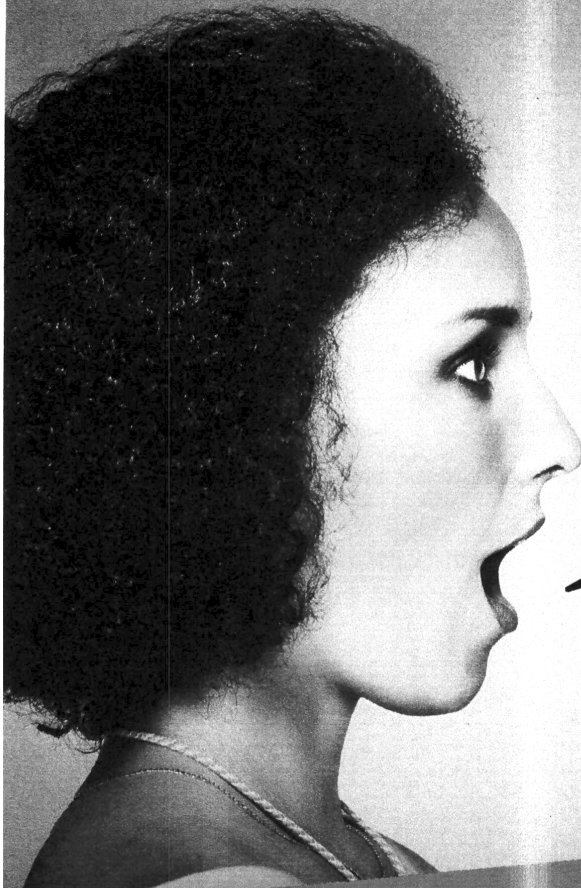
Canada

# N'AYEZ PAS PEUR DE PARLER!

La crainte de représailles ne devrait pas vous en empêcher.

# DON'T BE AFRAID TO SPEAK UP!

The fear of reprisal shouldn't  
hold you back.



J'AI LE DROIT DE PAROLE!  
I HAVE A VOICE!

## PARLEZ-NOUS... TALK TO US...

Bureau du respect / Respect Bureau  
1-833-201-4354

Bureau de la gestion de conflit / Office of Conflict Management  
1-844-489-0572

Valeurs, intégrité et divulgation / Values, Integrity and Disclosure  
819-938-4730

Programme d'aide aux employés / Employee Assistance Program  
1-800-268-7708

Association professionnelle des cadres supérieurs de la fonction  
publique du Canada (APCS) / Association of Professional Executives  
of the Public Service of Canada (APEX)  
613-995-6252

*N'oubliez pas que votre  
gestionnaire ou votre  
superviseur peuvent aussi  
vous aider.*

*Remember that your  
manager or supervisor can  
also provide you support!*

### SYNDICATS / UNIONS:

STSE (AFPC) / UHEW (PSAC)  
613-731-5533

IPFPC / PIPSC  
613-228-6310

ACEP / CAPE  
613-236-9181

ACAF / ACFO  
613-728-0695

FIOE / IBEW  
613-725-3608

Mieux-être  
au travail



Workplace  
Wellness



**Rollin, Gabriel**

---

**From:** Balfour, Tom  
**Sent:** Thursday, January 24, 2019 1:40 PM  
**To:** Giroux, Mathieu  
**Cc:** DG HR Correspondance / DG RH Correspondance (DFO/MPO)  
**Subject:** RE: Affiche sur la crainte de représailles -- Fear of Reprisal poster  
**Attachments:** 6255\_Fear of reprisal poster\_v05.pdf

We have not been tasked with anything on this yet, but note Todd's comment about the DM promoting this initiative. I told his Chief of Staff we would consider the best way to "DFO-ize" this poster, if appropriate, and advance it here at DFO. We could consider bringing it to the new Global Wellness Committee perhaps?

**From:** Sargent, Timothy  
**Sent:** Thursday, January 24, 2019 11:40 AM  
**To:** Balfour, Tom <Tom.Balfour@dfo-mpo.gc.ca>  
**Subject:** Fwd: Affiche sur la crainte de représailles -- Fear of Reprisal poster

s.19(1)

Begin forwarded message:

**From:** Todd Panas [REDACTED]  
**Date:** January 24, 2019 at 11:20:58 AM EST  
**To:** Judith Leblanc <Judith.Leblanc@dfo-mpo.gc.ca>  
**Cc:** Timothy Sargent <Timothy.Sargent@dfo-mpo.gc.ca>  
**Subject:** Re: Affiche sur la crainte de représailles -- Fear of Reprisal poster

Thanks Judith,

I had the DM's wrong signature so I'm copying him on the our new campaign initiative "Fear of Reprisal" which are Union launched during National Respect week with Health Canada, and the Public Health Agency last year.

I promoted this campaign with the DM at Environment Climate Change Canada and they have compliment our campaign and will be implementing this post campaign.

I'm hopeful our new DM at DFO will endorse this great initiative with first the poster with a DFO flavour and also to send out a communique to bring awareness, promotion and support to eliminate the fear.

Cheers,

Todd

Sent from my BlackBerry — the most secure mobile device — via the Bell  
Network

**From:** [Judith.LebLANC@dfo-mpo.gc.ca](mailto:Judith.LebLANC@dfo-mpo.gc.ca)

**Sent:** January 24, 2019 11:32 AM

**To:** [REDACTED]

**Subject:** RE: Affiche sur la crainte de représailles -- Fear of Reprisal poster

Thanks Todd!

s.19(1)

I also support this initiative. And I believe management will as well.

I met with Tim Sargent, our new DM, last week. [REDACTED] who wants to hear directly from  
us, the unions, on what our members think and say. So it seems in great continuity with the  
work Catherine did.

[REDACTED]

Judith L

Ps Have a great 2019!! ☺

**De :** Todd Panas [REDACTED]

**Envoyé :** 17 janvier 2019 08:39

**À :** Julie Lavictoire [REDACTED]

**Objet :** Fw: Affiche sur la crainte de représailles -- Fear of Reprisal poster

Julie please print - very proud that ECCC accepted our proposal, initiative  
and campaign!!!!

We all need to eliminate the "Fear of Reprisal" within the Work place.

Need [REDACTED] and [REDACTED] to push at DFO next!!!

s.19(1)

Todd

Sent from my BlackBerry — the most secure mobile device — via the Bell Network

**From:** [waheed.khan@canada.ca](mailto:waheed.khan@canada.ca)

**Sent:** January 17, 2019 8:27 AM

**To:** [REDACTED] [sylvain.paradis@canada.ca](mailto:sylvain.paradis@canada.ca); [drew.desai@canada.ca](mailto:drew.desai@canada.ca)

**Cc:** [bill.sukloff@canada.ca](mailto:bill.sukloff@canada.ca); [kate.mckerlie@canada.ca](mailto:kate.mckerlie@canada.ca); [stephen.lucas@canada.ca](mailto:stephen.lucas@canada.ca); [REDACTED]  
[nancy.hamzawi@canada.ca](mailto:nancy.hamzawi@canada.ca)

**Subject:** RE: Affiche sur la crainte de représailles -- Fear of Reprisal poster

Hi Todd,

Please find here the attachment. It will be finalized at the upcoming National Respect Committee. Feedback most welcome. Looking forward to speaking with you in the meantime.

Regards,

~ Waheed

819-938-3752

**From:** Todd Panas [REDACTED]  
**Sent:** January 17, 2019 8:22 AM  
**To:** Paradis, Sylvain (EC) <[sylvain.paradis@canada.ca](mailto:sylvain.paradis@canada.ca)>; Desai, Drew (EC) <[drew.desai@canada.ca](mailto:drew.desai@canada.ca)>  
**Cc:** Sukloff, Bill (EC) <[bill.sukloff@canada.ca](mailto:bill.sukloff@canada.ca)>; Khan, Waheed (EC) <[waheed.khan@canada.ca](mailto:waheed.khan@canada.ca)>;  
McKerlie, Kate (EC) <[kate.mckerlie@canada.ca](mailto:kate.mckerlie@canada.ca)>; Lucas, Stephen (EC) <[stephen.lucas@canada.ca](mailto:stephen.lucas@canada.ca)>; Julie  
Lavictoire [REDACTED]  
**Subject:** Fw: Affiche sur la crainte de représailles -- Fear of Reprisal poster

s.19(1)

Sent from my BlackBerry — the most secure mobile device — via the Bell  
Network

**From:** [REDACTED]

**Sent:** January 17, 2019 8:19 AM

**To:** [drew.desai@canada.ca](mailto:drew.desai@canada.ca); [waheed.khan@canada.ca](mailto:waheed.khan@canada.ca); [bill.sukloff@canada.ca](mailto:bill.sukloff@canada.ca); [REDACTED]  
[REDACTED] [kate.mckerlie@canada.ca](mailto:kate.mckerlie@canada.ca);  
[REDACTED]  
'[cape.ec.acep@gmail.com](mailto:cape.ec.acep@gmail.com)'; '[meetings@acfo-acaf.com](mailto:meetings@acfo-acaf.com)'

**Cc:** [kate.beauchamp@canada.ca](mailto:kate.beauchamp@canada.ca); [pauline.saumure@canada.ca](mailto:pauline.saumure@canada.ca); [eric.saint-onge@canada.ca](mailto:eric.saint-onge@canada.ca); [stephen.lucas@canada.ca](mailto:stephen.lucas@canada.ca).  
[sylvain.paradis@canada.ca](mailto:sylvain.paradis@canada.ca); [REDACTED]

**Subject:** Re: Affiche sur la crainte de représailles -- Fear of Reprisal poster

Hello All,

This is great news, and thanks so much for implementing this great  
initiative and poster campaign within ECCC.

Very proud and thank you!

I don't have the attachment?

Thanks Todd Panas

s.19(1)

Sent from my BlackBerry — the most secure mobile device — via the Bell Network

**From:** [drew.desai@canada.ca](mailto:drew.desai@canada.ca)

**Sent:** January 17, 2019 8:06 AM

**To:** [waheed.khan@canada.ca](mailto:waheed.khan@canada.ca); [bill.sukloff@canada.ca](mailto:bill.sukloff@canada.ca); [REDACTED]  
[REDACTED]; [kate.mckerlie@canada.ca](mailto:kate.mckerlie@canada.ca);  
[REDACTED] [cape.ec.acep@gmail.com](mailto:cape.ec.acep@gmail.com);  
[meetings@acfo-acaf.com](mailto:meetings@acfo-acaf.com)

**Cc:** [kate.beauchamp@canada.ca](mailto:kate.beauchamp@canada.ca); [pauline.saumure@canada.ca](mailto:pauline.saumure@canada.ca); [eric.saint-onge@canada.ca](mailto:eric.saint-onge@canada.ca)

**Subject:** Affiche sur la crainte de représailles -- Fear of Reprisal poster

*English follows*

Bonjour,

À la suite de la discussion qui a eu lieu à la réunion du 13 novembre du CCPSECCC et de la mesure 4c concernant la sensibilisation à la crainte de représailles, la Division de valeurs, intégrité et divulgation, de concert avec ses collègues des Ressources humaines, a travaillé avec les Communications pour créer l'affiche jointe sur la crainte de représailles pour votre examen.

L'affiche, inspirée d'une affiche de Santé Canada, comprend des renseignements importants sur les personnes-ressources et serait affichée dans tous les édifices d'ECCC, ainsi que sur les pages intranet d'ECCC. Comme nous aimerions l'exposer et la publier très prochainement, nous vous prions de nous faire parvenir vos commentaires sur l'affiche avant le 28 janvier.

Merci d'avance pour vos commentaires. N'hésitez pas à me contacter si vous avez des questions.

Cordialement,

Drew Desai

Conseiller principal, Division de valeurs, intégrité et divulgation

Environnement et Changement climatique Canada / Gouvernement du Canada

[drew.desai@canada.ca](mailto:drew.desai@canada.ca) / Tél: [819-420-7416](tel:819-420-7416)

Good morning,

Pursuant to the discussion at the November 13th ECCCLMCC meeting and action item 4c regarding awareness-raising on fear of reprisal, the Values, Integrity and Disclosure Division, along with HR colleagues, have worked with Communications to create the attached poster on the topic of the fear of reprisal for your review.

The poster, modeled on one from Health Canada, includes important contact information and would be displayed in all ECCC buildings, as well as electronically on ECCC Intranet pages. As we would like to publish and display the poster in the very near future, please provide your comments before January 28<sup>th</sup>.

Thanks in advance for your feedback. Please let me know if you have any questions.

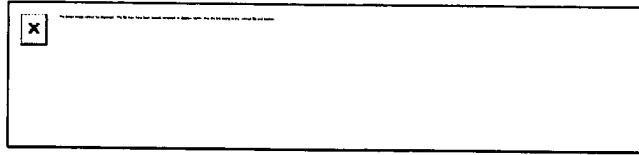
Regards,

Drew Desai

Senior Advisor, Values, Integrity and Disclosure Division

Environment and Climate Change Canada / Government of Canada

drew.desai@canada.ca / Tel: 819-420-7416







UNCLASSIFIED  
GCCMS #: 2019-003-00062  
EKME #: 4013451

To: Timothy Sargent  
Pour:

Date:

Object: **DEPARTMENTAL OMBUDSMAN'S OFFICE**  
Objet:

From / De: Tom Balfour, Director General, Human Resources

Via: Dominic Laporte, Assistant Deputy Minister, Human Resources and Corporate Services

Additional approvals:  
Autre(s) approbation(s):

☐

Material for the Minister  
Documents pour le Ministre

☒

Your Signature  
Votre signature

☐

Information

Remarks:  
Remarques:

Drafting Officer/  
Rédacteur:

Mathieu Giroux (613-793-3649)/ Director - WWB / ACE



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Assistant Deputy Minister

Sous ministre adjoint

Human Resources and  
Corporate Services

Ressources humaines et  
Services intégrés

**UNCLASSIFIED**

GCCMS #: 2019-003-00062

EKME #: 4013451

**MEMORANDUM FOR THE DEPUTY MINISTER**

**DEPARTMENTAL OMBUDSMAN'S OFFICE  
(FOR DECISION)**

**SUMMARY**

The purpose of this note is to seek your approval to create a departmental Ombudsman's Office. This comes as a result of the report on Safe Workspaces that was released by the Clerk of the Privy Council on August 21, 2018, where it is recommended that all organizations put in place an Ombuds-type office.

The Ombudsman's office would help individuals access existing channels of assistance or redress when they have a workplace complaint or concern. This office may also investigate and report publicly on matters affecting the welfare of employees in the Department. It is proposed that it be responsible for the Values and Ethics, Disclosure of Wrongdoing, and Respect programs, which are currently operating from other areas of the Department.

This note is also seeking your approval to transfer one existing resource for the programs referenced above under the Ombudsman's Office and secure \$469K (\$369K Salary + \$100K O&M) in additional funding to offset incremental costs for the creation of an EX01, AS-06, AS-04 and AS-01 position. A proposed organizational chart can be found in Tab 3.

It is recommended that you approve the creation of the Ombudsman Office along with the additional transfer and funding required.

**BACKGROUND**

On August 21, 2018, the Clerk of the Privy Council released a report from the DM Task Team on Harassment in the Workplace (Tab 1). The Task Team was put in place to contemplate what actions the Public Service could take within the existing legal and policy framework and, in the context of Bill C-65, to prevent harassment, support victims, and respond to allegations.

The report's recommended actions, under the heading of "Support for Employees", included putting in place an Ombuds-type function in departments to provide employees with a trusted, safe place to discuss harassment without fear of reprisal and to help navigate systems. Ultimately, the Ombuds-type office is intended to provide a confidential and impartial environment for employees

and managers to have informal conversations on harassment, resources, tools and support, a venue to explore options for resolving workplace issues, including harassment and, referrals to other services, including restoring workplaces after harassment has occurred.

## **STRATEGIC CONSIDERATIONS**

The Department would benefit from having a confidential safe place where employees and managers can get neutral advice and information on processes such as harassment. Currently, there is no such service that is available in the Department and although the unions provide this service, they are not neutral. An Ombudsman position would contribute to enhancing our workplace by reporting on trends and potential problem areas as well as by engaging senior management in conflict resolution. It is hoped that with additional information, employees will be able to make informed decisions and management will have an opportunity to be proactive in resolving issues in their workplace.

Many medium-to-large organizations, such as Environment and Climate Change Canada, Shared Services Canada, Public Services and Procurement Canada, Parks Canada, are currently developing or already have ombudsman office structures to provide services to departmental employees. To ensure these offices are viewed by employees as being as neutral as possible, the Ombudsman position generally reports directly to the Deputy Minister (DM). In some organizations, the Ombudsman formally reports to the DM and operationally reports to the Associate Deputy Minister. This model could be viable for the Department.

For various public sector organizations, the core responsibilities of the Ombudsman positions closely resemble each other. Most are at the EX-level or equivalent and often manage other programs that vary between organizations with the most common additions of the Values and Ethics and Disclosure of Wrongdoing programs. Other departments seem to be trying out a stand-alone position and are working with a classification advisor to define a job description that they expect will fall under the EX category. A table comparing the various structures is enclosed in Tab 2.

For DFO, it would make sense to include the Values and Ethics and Disclosure of Wrongdoing programs under the Ombudsman's Office, as both could benefit from being located in an office that is perceived as offering neutrality. The Ombudsman's Office would be an ideal location to house the Respect Office, currently located in Aquatic Ecosystems under the Respect Champion, Philippe Morel. The Respect Office would benefit from being integrated in a formal departmental program and the Ombudsman would be a strong advocate to promote respect and civility in the workplace. Philippe Morel is supportive of this model.

The creation of the proposed Ombudsman Office model would entail transferring the Values and Ethics and Disclosure functions (currently reporting under the Human Resources Branch) under the Ombudsman Office and the creation of an EX-01, AS-06, AS-04 and an AS-01 position. As A-Base funding is only available for one of the AS-06 being transferred, creating this office requires securing an additional \$369K to offset salary costs, with \$40K in O&M to cover routine expenses relating to the provision of the office's services. As it is envisioned that the Ombudsman would routinely travel to ensure regional visibility, an additional \$60K in O&M will be required specifically for this activity. Details on the costing and resourcing can be found in the proposed organisational chart (Tab 3).

.../3

## **INTERDEPARTMENTAL CONSULTATIONS**

Similar-sized departments (Shared Services Canada, Public Services and Procurement Canada, Environment and Climate Change Canada, Treasury Board Secretariat, Public Service Commission, Crown-Indigenous Relations and Northern Affairs Canada, Parks Canada, Heritage Canada; Health Canada) were consulted on Ombudsman operations and structure. Their models differ slightly but all assure a safe space for employees and managers to discuss their issues.

## **EXTERNAL CONSULTATIONS**

This is an internal process to DFO and consultations with provinces, industry and other external stakeholders were not required.

## **ADVICE AND RECOMMENDATIONS TO DEPUTY MINISTER**

It is recommended that you approve the creation of the Ombudsman's Office which would directly report to you and encompass Values and Ethics, Disclosure of Wrongdoing, and the Respect Office along with incremental funding of \$469K, of which \$60K is earmarked for regional outreach.

Following your approval, the Human Resources Branch will work on establishing the Office and expects to have a fully functional Ombudsman Office running by August 2019.

---

Dominic Laporte  
Assistant Deputy Minister  
Human Resources and Corporate Services

- ☐ I concur with the recommendations
- ☐ I do not concur with the recommendations

---

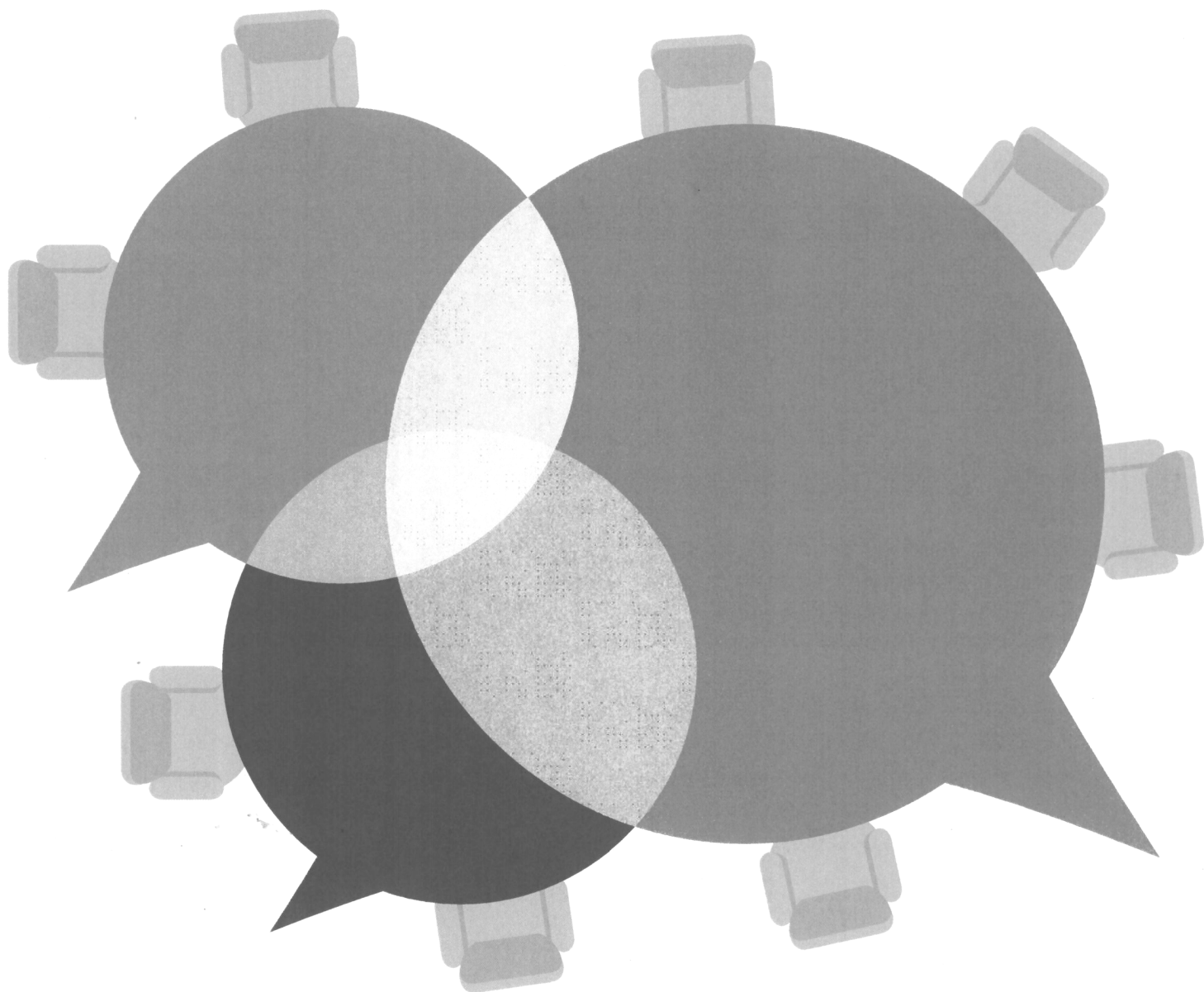
Timothy Sargent  
Deputy Minister

---

Kevin Stringer  
Associate Deputy Minister

### **Attachments: (3)**

- 1) Safe Workspaces Report from the Clerk
- 2) Comparison of Ombudsman position in other government departments
- 3) Proposed Organisational Chart for the Ombudsman Office



# SAFE WORKSPACES

Starting a Dialogue  
and Taking Action  
on Harassment in  
the Public Service

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Cette publication est également disponible en français :  
*Milieus de travail sains : entamer un dialogue et prendre des mesures  
pour lutter contre le harcèlement dans la fonction publique*

CP22-166/2018E-PDF  
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**Pages 26 to / à 46  
are withheld pursuant to section  
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**68(a)**

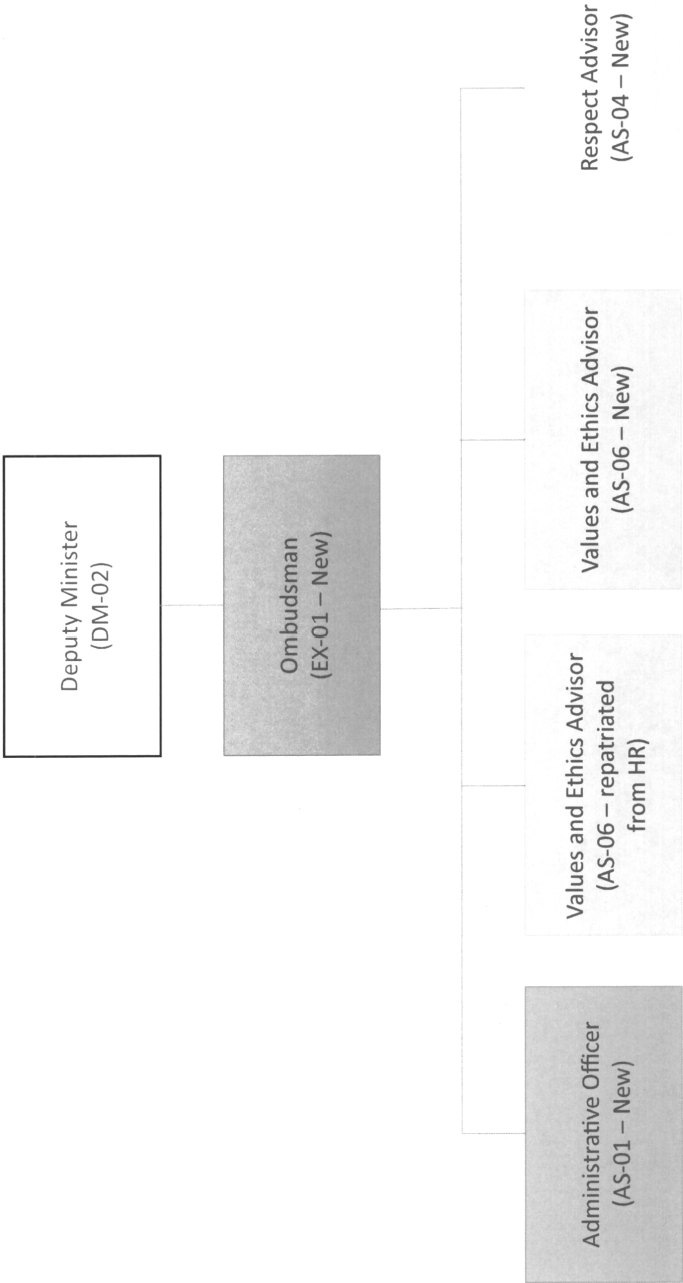
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## Annex 2

### Other Departments

	Environment and Climate Change Canada	Public Services and Procurement Canada	Shared Services (New)	Indigenous and Northern Affairs Canada	Public Service Commission (New)	Parcs Canada	Heritage Canada	Treasury Board Secretariat	Health Canada
Budget	275 K (from March to November 2018)	700 K	500 K	510 K	500K	850 K	600 K	800 K	1,5 M
Population serviced	≥ 6 500	≥ 14 000	6 000	≥ 9 500	850	6 000	1 800	2 000	13 000
Work locations	160 All regions	180 All regions	200 All regions	TBC All regions except NL and PEI	5 Most regions (TBC)	≥ 200 All regions	15 5 regions	TBC NCR	TBC All regions
FTE	3	6	3	5	4	7	7	8	23
Ombuds Class.	1 EX-01 & 1 EX-01 eq.	1 EX-03	1 EX-02	N/A	1 EX-01	1 EX-01	1 EX-01	1 EX-01	1 EX-02
Roles	<ul style="list-style-type: none"> <li>Ombuds</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>Mental Health</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>ICMS</li> <li>V&amp;E</li> <li>Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>ICMS</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>V&amp;E</li> <li>Disclosure</li> <li>Well-Being</li> <li>PSES</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>ICMS</li> <li>V&amp;E</li> <li>Disclosure</li> <li>Political activities</li> <li>Conflict of interest</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>ICMS</li> <li>V&amp;E</li> <li>Wellness</li> <li>EAP</li> <li>Political activities</li> <li>DMI</li> <li>PSES</li> <li>Harassment</li> <li>Conflict of interest</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>ICMS</li> <li>V&amp;E</li> <li>Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>Ombuds</li> <li>ICMS</li> <li>V&amp;E</li> <li>Disclosure</li> </ul>

# Proposed Organizational Chart – Ombudsman’s Office



Costing of Ombuds Office:	
New Funding required	
EX-01	132,100
Perf. Pay	10,000
AS-06	96,461
AS-04	72,660
AS-01	57,643
O&M	100,000*
Total	468,864
Repatriated funding	
AS-06	96,461
Grand Total	565,325
* \$60K will be decicated to travel expenses related to regional outreach	



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**Pêches et Océans Canada**

**PROTECTED B**  
**GCCMS #: 2019-012-00156**  
**EKME #: 4022778**

**To:**  
**Pour:** **Jeffery Hutchinson**

**Date:**

**Object:** **SEQUENCING OPTION DECISION – IMPACTS TO OFFSHORE**  
**Objet:** **OCEANOGRAPHIC SCIENCE VESSEL (OOSV)**

**From /**  
**De:** **Robb Wight, Director General, Major Projects**

**Via:** **Andy Smith, Deputy Commissioner**

**Additional approvals:**  
**Autre(s) approbation(s):**

☐

**Material for the Minister**  
**Documents pour le Ministre**

☐

**Your Signature**  
**Votre signature**

☒

**Information**

**Remarks:** **Attachment 1: Scenario 3.1 Implementation Plan**  
**Remarques:** **Attachment 2: Key Decision Timeline**

**Distribution:**

**Drafting Officer/**  
**Rédacteur:** **Peter Egner (613-793-1691)/ R. Wight / LJ**



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Canadian  
Coast Guard

Garde côtière  
canadienne

S/ADM Title

Titre de SMA/P

s.20(1)(c)

s.21(1)(b)

PROTECTED B

2019-012-00156  
EKME #: 4022778

**MEMORANDUM FOR THE COMMISSIONER**

**SEQUENCING OPTION DECISION – IMPACTS TO OFFSHORE OCEANOGRAPHIC  
SCIENCE VESSEL (OOSV)  
(FOR INFORMATION)**

**SUMMARY OF ADVICE TO COMMISSIONER**

The purpose of this note is to inform the Commissioner on the impacts of the recent NSS Non-Combat Program sequencing decision in which the production sequence at VSY was changed from OOSV – JSS1 – JSS 2 to JSS 1 – OOSV – JSS 2.

This decision injects an additional [REDACTED] month delay in the delivery of the OOSV which is now forecast for delivery in [REDACTED] 2024 [REDACTED] the Target Date for OOSV Delivery and Acceptance identified in VSY's November 2018 OOSV Build Proposal. The delay is not without opportunity for the OOSV Project as the additional time permits a revisiting of trade-offs made during design and mitigates some of the technical risks with the design that have concerned the shipyard.

There are incremental costs, estimated to be in the order of [REDACTED] related to the additional delays, but these costs may be offset by reductions in the build cost of the vessel since many of the technical concerns that VSY has identified as cost drivers will have been addressed. In the medium term, the forecast incremental costs are manageable within existing project authorities [REDACTED]

## **BACKGROUND**

s.20(1)(c)

s.21(1)(b)

On Tuesday, February 5<sup>th</sup>, 2019, PSPC announced a revised sequence of projects for the non-combat program at Vancouver Shipyards Ltd (VSY) that would see construction of JSS 1 advanced ahead of the OOSV. The new build sequence – referred to as scenario 3.1 – delivers JSS 1 some seven months before the baseline schedule but also significantly impacts the OOSV schedule with vessel delivery delayed an additional [REDACTED] months to [REDACTED] 2024.

Anticipating the sequencing decision, the Canada and VSY OOSV teams held planning sessions in January and early February to develop a revised OOSV workplan to effectively manage the ramp-down period - [REDACTED]. The agreed upon shared interests for this period are:

- [REDACTED]
- Further optimize the OOSV design and revisit design trade-offs made along the way while carefully managing the scope of any changes to the OOSV design.
- [REDACTED]

## **STRATEGIC CONSIDERATIONS**

### **Ramp Down**

The ramp down period at VSY started immediately after the sequencing decision was announced [REDACTED]. It will be formalized contractually in March when an additional work request (AWR) is executed to freeze work under the CE contract except for that work defined in the AWR. This work will include:

- Simplified progress reporting, reduced face-to-face meetings and a reduction in programmatic work such as risk management activities and earned value analysis.
- A reduced scope of engineering work [REDACTED]

This work will continue to progress until an agreed upon set of ramp up criteria are met [REDACTED]. These criteria will form part of the scope of work [REDACTED].

.../3



s.20(1)(c)  
s.21(1)(b)

### **Design Revision**

In parallel to the work defined above, the schedule relief offered by the ramp down period provides an opportunity to optimize the OOSV design, revisit design trade-offs made during the course of CE work while addressing some of the technical risks raised by VSY. The design revision will contractually be managed through a pair of AWRs and will include the following:

- Increasing the beam by approx. 0.8m and the width of the roll stabilization tank to improve sea kindliness and reduce the vessel density
- Eliminate the use of aluminum in the superstructure to simplify construction and eliminate this cost driver
- Increase vessel powering and install larger thrusters to improve vessel speed
- Refresh the regulatory regime – the class and statutory rules that the vessel must comply with - to 2019/2020 rules from the current 2015 baseline
- Implement other changes to the general arrangement to reduce density in the vessel, simplify construction and improve work flow such as moving the main switchboard out of the Engine Room into a dedicated Electrical Equipment Room one deck up.

It is anticipated that the design revision work will take in the order of six months to complete.

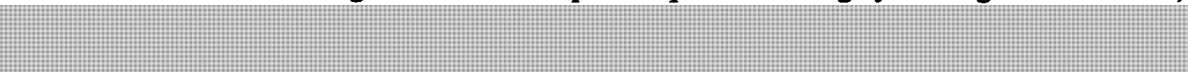
[Redacted] It is expected that the AWRs will be in place in March. VSY is currently in the process of producing the detailed costing for this work, but it is estimated to be in the order of [Redacted]

It is important to emphasize that while the OOSV could have proceeded with the existing hull form and the original schedule, the schedule relief offered will result in a better ship for science, offering better sea keeping performance, a slightly higher vessel speed, more space within the hull and better cavitation performance. It will also provide greater certainty in the design and mitigate a number of build risks that the shipyard has been concerned about for some time



### **Contract Implications**

While the contractual management of the ramp down period has largely been agreed with VSY,



.../4



[REDACTED]

Negotiations on how best to proceed here are underway between PSPC and VSY.

s.20(1)(c)

### **Build Contract and Build Authorities**

s.21(1)(b)

s.69(1)(g) re: (a)

[REDACTED]

s.69(1)(g) re: (c)

As part of the revised OOSV plan, an amended Build RFP – updated to reflect lessons learned from the first proposal - will be reissued [REDACTED] as the first ramp up activity.

[REDACTED]

### **Financial Implications**

The financial implications of the sequencing decision are being assessed in collaboration with VSY. Until VSY has fully engaged their Tier 1s, Single System Integrators (SSIs) and their supply chain, the financial implications of the sequencing decision can only be estimated. At this point, the incremental cost related to ramp down and design revision is estimated to be in the order of [REDACTED]

[REDACTED]

These increases are expected to be manageable within existing OOSV expenditure authority [REDACTED]

[REDACTED]

### **Implications for DFO/NRCan Science**

Science has expressed concern regarding the additional delays to the OOSV but anticipate being able to manage the delays. For science, the key to managing the additional delays is planning

.../5

certainty – confidence around the delivery date for the OOSV and confidence around the availability of CCGS Hudson – so that they are able to put in place interim measures, such as charters, with as much advance notice as possible.

s.20(1)(c)

s.21(1)(b)

Currently DFO Science is in the early stages of developing a pre-qualified inventory of vessels capable of supporting a range of science missions that they could access through Supply Arrangements. This is anticipated to streamline and accelerated their process for engaging charters as interim measures.

### **Risks**

The sequencing decision has considerably changed the risk landscape for the OOSV. The key project risks are:

- **JSS 1 schedule:** any delays in JSS 1 construction result in equivalent delays in start of construction for the OOSV. The OOSV post-sequencing plan has been built around [REDACTED] While there is some ability to manage delays in JSS 1, if there are large delays some of the work done during ramp down – [REDACTED] – is perishable and will have to be redone.
- **Re-sequencing:** despite the schedule relief offered by the sequencing decision, tracking to the schedule and ensuring the OOSV project is prepared to start construction when required will remain essential to prevent pressure from advancing JSS 2 ahead of OOSV.
- **Insufficient resources dedicated to OOSV after ramp-up:** the OOSV Scenario 3.1 Implementation Plan has been build on the assumption that once the project ramps back up - [REDACTED] - the resources shed to support the JSS will return. There is a risk that these resource will not be available and will remain dedicated to JSS which would jeopardize the OOSV project's ability to progress in accordance with the plan.

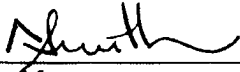
### **ADVICE AND RECOMMENDATIONS TO COMMISSIONER**

The OOSV team has developed and is in the process of putting in place a solid plan to manage the delays to the OOSV project resulting from the sequencing option 3.1 decision. That plan will result in incremental project costs of in the order of [REDACTED] which are expected to be manageable within existing project authorities. While the additional [REDACTED] month delay is frustrating for all involved with the project, the design revision work being undertaken now will result in a better ship for science and will mitigate many of the OOSV design risks that VSY has been fixated upon.

.../6

Success of the sequence option 3.1 plan now depends to a great degree on the JSS project tracking to planned dates



  
\_\_\_\_\_  
Andy Smith  
Deputy Commissioner Strategy and  
Shipbuilding

Attachment(s):

- 1.
- 2.



s.20(1)(c)

**Pages 56 to / à 57**  
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**sont retenues en vertu de l'article**

**20(1)(c)**

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CLIENT SOLICITOR PRIVILEGE

MAR 26 2019 12:10 pm MAR 21 2019 1:00 pm

GCCMS #: 2019-012-00148

To:  
Pour: Timothy Sargent

Date:

Object: **EMERGENCY OFFSHORE TOWING VESSEL PROCUREMENT RE-**  
Objet: **EVALUATION**

From /  
De: Jeffery Hutchinson, Commissioner, Canadian Coast Guard

MAR 20 2019

Andy Smith, Deputy Commissioner Strategy and Shipbuilding

Via:  
Robb Wight, Director General, Major Projects

Additional approvals:

Autre(s) approbation(s):

MAR 26 2019

Stephen Sharzer, Senior General Counsel and Head, Legal Services

☐ Material for the Minister  
Documents pour le Ministre

☐ Your Signature  
Votre signature

☒ Information

Remarks:  
Remarques:

Distribution: Jen O'Donoghue, Chief Financial Officer

Drafting Officer/  
Rédacteur: H. Legros, 998-1138/ R. Wight / hl



Fisheries and Oceans  
Canada

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Canada

Canadian Coast Guard

Garde côtière canadienne

Commissioner

Commissaire

s.21(1)(b)

s.23

**SOLICITOR CLIENT PRIVILEGE**

GCCMS#: 2019-012-00148

**MEMORANDUM FOR THE DEPUTY MINISTER**

**EMERGENCY OFFSHORE TOWING VESSEL PROCUREMENT RE-EVALUATION  
(FOR INFORMATION)**

- On August 20, 2018, Heiltsuk-Horizon Maritime Services Ltd submitted a complaint to the Canadian International Trade Tribunal (CITT) pertaining to the Coast Guard procurement of two emergency offshore towing vessels (EOTV).
- In its Determination on January 2, 2019, the CITT found the complaint valid in part. It recommended that Public Services Procurement Canada (PSPC) re-evaluate the Request for Proposal Mandatory Requirement No. 12 (Bollard Pull) for all bids as soon as practicable and no later than within six months of the Determination issuance. It also recommended that no further expenditures be incurred under the contract pending the re-evaluation.
- The Crown advised the Tribunal on January 22, 2019, that all bids will be re-evaluated as soon as possible.

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## **BACKGROUND**

s.21(1)(b)

s.23

As part of the Oceans Protection Plan, a three-year contract to lease and operate two large offshore tow capable vessels on the West Coast to increase towing capacity and prevent large disabled commercial vessels from running aground was awarded to Atlantic Towing Limited (ATL) on August 9, 2018. This procurement is now subject of a complaint submitted to the Canadian International Trade Tribunal (CITT) on August 20, 2018 by Horizon Maritime Services Ltd / Heiltsuk Horizon Maritime Services Ltd (Complainant).

the Tribunal determined that the complaint was valid in part regarding the evaluation of MR-12 and recommended that:

- a. the Crown re-evaluate MR-12 for all bids, within the next six months;
- b. the current contract remain in place until completion of the re-evaluation, but that no further expenditure under the contract be undertaken, pending the re-evaluation;
- c. following the re-evaluation, if a new top-ranked responsive bidder is identified, the Tribunal recommends that the current contract be terminated and awarded to the new top-ranked responsive bidder.

.../3

**Page 62**


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**21(1)(b), 20(1)(c), 23**

**of the Access to Information Act  
de la Loi sur l'accès à l'information**





  
Jeffrey Hutchinson  
Commissioner

MAR 20 2019

s.21(1)(b)

s.23

**Attachments:**



**Pages 64 to / à 71  
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**21(1)(b), 23**

**of the Access to Information Act  
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